

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number CIS-007
	Subject GHQ-Security Access Cards	
	Special Instructions Replaces CJD-007 dated March 1, 2015	Effective Date September 17, 2018

I. PURPOSE

Establish guidelines for the use of (State of Indiana) security access cards that are connected to the Indiana Department of Administration's (IDOA) card access system.

II. POLICY

Department personnel and other persons issued an access card shall utilize it every time access is gained through a controlled entryway having a card reader.

III. PROCEDURE

A. Use of Access Cards.

1. An employee entering a controlled door should swipe their access card past the card reader to record their entry even though the door may already be open.
2. Department employees may bypass the access card system during emergencies only.
3. Temporary GHQ access cards:
 - a. May be requested through Human Resources or the Criminal Justice Data Division (CJDD);
 - b. Will only allow access to GHQ and will not access the parking facilities or other state offices;
 - c. Shall be returned to the Human Resources or CJDD by the end of the day it was issued unless an extension is granted.
4. Department personnel in uniform shall not wear the card or attach it to the uniform.

B. Lost Cards.

1. Upon discovering that an access card is lost, stolen, misplaced or destroyed the person to whom the access card is issued shall immediately notify CJDD who will immediately deactivate the card.
2. The applicable employee is responsible for the replacement cost of the access card at the time a new card is issued by the IDOA. The employee shall notify CJDD so the new card can be activated for access to GHQ facilities.

C. Authorized visitors may be allowed entry without an access card when escorted by Department headquarters personnel.

D. Status of access cards during extended absences or upon termination:

When it becomes necessary for an employee's access card to be deactivated, the affected employee's immediate supervisor shall notify the ISP door access administrator at ISPDooraccess@isp.in.gov. The employee's name, PE#, reason for deactivation and estimated duration of deactivation shall be provided.

1. Extended absences shall include long-term illnesses, suspensions, military leaves, etc.; or

2. Termination of employment:

a. Upon termination of employment, the door access card will be turned over to Human Resources; and

b. Human Resources will immediately contact the ISP door access administrators (at ISPDooraccess@isp.in.gov) with the name of the cardholder to be deactivated and removed from the door access card database.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.